

ASSIGNMENT 3

Textbook Assignment: BUPERS Instruction 1610.10, Enclosure (2), Annex D through Annex O.

Learning Objective: Recognize submission times and criteria for regular fitness and enlisted evaluation reports.

- 3-1. A department head has submitted a promotion report on a CTA1. The promotion report may be extended to cover service in the higher rate.
1. True
 2. False
- 3-2. When submitting a special report, you should include a justification for the report at the beginning of the comments.
1. True
 2. False
- 3-3. For which of the following circumstances may a special report be submitted on a service member?
1. Eligible for promotion selection board
 2. Appointment of officer status
 3. Declining performance or misconduct
 4. Each of the above
- 3-4. A CTM1 has been onboard his new command for three months and just made the chief's board for promotion consideration. The CTM1 has not received an evaluation report at his present command. If significant duties were performed, what type of report, if any, should be submitted?
1. Concurrent
 2. Letter-extension
 3. Special
 4. None of the above
- 3-5. An evaluation report submitted for a promotion selection board consideration on a member can be used for the sole purpose of computing his performance mark average (PMA).
1. True
 2. False
- 3-6. A commander who is a lieutenant's reporting senior is authorized to submit a special fitness report recognizing the LT's superior performance.
1. True
 2. False
- 3-7. For which of the following reasons should a special report that is extended by letter for up to three months not be submitted?
1. Reduction-in-rate
 2. Frocking
 3. Misconduct
 4. Detachment of reporting senior
- 3-8. Commands that receive members from TEMDU should ensure that the period of TEMDU has been covered by a fitness or evaluation report.
1. True
 2. False
- Learning Objective: Recognize the information needed to complete concurrent fitness and evaluation reports.*

- 3-9. The concurrent reporting senior is also the commanding officer. Which of the following requirements should be met for him to submit a concurrent report on an individual assigned temporary additional duty?
1. Competent written orders
 2. Be delegated as reporting senior by the concurrent reporting senior
 3. Competent directives
 4. Each of the above
- 3-10. A concurrent report is due on an individual who is occupying an ADDU billet. Which of the following authorities establishes requirements for these types of billets?
1. SECNAV
 2. CHNAVPERS
 3. Both 1 and 2 above
 4. Officer in charge
- 3-11. Performance information memorandums may be used in place of a mandatory concurrent report for an individual during an ADDU period.
1. True
 2. False
- 3-12. A concurrent report may cover a period exceeding what minimum number of months for a member assigned TEMADD?
1. 18
 2. 15
 3. 3
 4. 6
- 3-13. A concurrent report may be submitted and accepted for filing without the regular reporting senior's counter-signature.
1. True
 2. False
- 3-14. For which of the following reasons does a concurrent report require the regular reporting senior's signature?
1. It documents combat-related performance
 2. It is a mandatory report
 3. It is a special report that documents proven misconduct
 4. Each of the above
- 3-15. The regular reporting senior's counter-signature usually implies agreement with the contents.
1. True
 2. False
- 3-16. A regular reporting senior may take which of the following actions when dealing with a concurrent report?
1. Return it to the originator
 2. Take the content into account in the next regular report
 3. Sign the submitted concurrent report
 4. Each of the above
- 3-17. The regular reporting senior must sign the concurrent report or return it with an explanation to the originator within how many days?
1. 5
 2. 7
 3. 10
 4. 14

3-18. Which, if any, of the following conditions must be met before a regular reporting senior may endorse a concurrent report as a concurrent/regular report?

1. The regular reporting senior has comments to add
2. The report does not cover the complete reporting period since the last regular report
3. The regular reporting senior has no significant observation to add
4. None of the above

3-19. You may submit a regular report that overlaps a previous concurrent/regular report.

1. True
2. False

3-20. Which of the following criteria should be met when there are adverse comments on a concurrent or concurrent/regular report?

1. The report should be endorsed by both the concurrent and regular reporting senior
2. Appropriate field service record entries should be made
3. That member should be afforded the right to submit a statement to the adverse report
4. Each of the above

Learning Objective: Recognize the information necessary to complete operational commander reports and not observed (NOB) reports.

3-21. Operational commander fitness reports provide a supplemental record of performance by which of the following persons as observed by their operational commanders?

1. Commanding officers
2. Officers in charge
3. Both 1 and 2 above
4. Regular reporting senior

3-22. An operational commander reporting senior must be a commander, other than the regular reporting senior, to whom a commanding officer or officer in charge has reported for operational command and control.

1. True
2. False

3-23. Although they are optional, on which of the following occasions should a regular reporting senior normally submit an operational commander fitness report?

1. Upon detachment of the member
2. Upon detachment of the reporting senior
3. When a periodic regular report is due
4. Each of the above

3-24. What block should be marked to indicate that the fitness report is an operational commander report?

1. 20
2. 19
3. 18
4. 17

Learning Objective: Recognize the information needed in completing a not observed (NOB) report.

3-25. Which of the following entries indicates a not observed (NOB) report?

1. Trait grades are filled in
2. Career recommendation indicated
3. Block 16 marked with an X
4. Promotion recommendation made

3-26. NOB reports are used for the purpose of fulfilling requirements when graded reports are inappropriate.

1. True
2. False

3-27. For which of the following purposes may NOB reports be submitted?

1. To cover a period of 4 months
2. To cover administrative or training purposes
3. To cover a period that has not been covered in a concurrent report
4. To cover a period not documented in an operational commanders report

3-28. Which of the following blocks may not have any entries for an NOB evaluation?

1. 8
2. 32
3. 39
4. 44

3-29. Which of the following blocks must have an entry for an NOB FITREP?

1. 20
2. 30
3. 40
4. 43

3-30. Individuals assigned to civilian or foreign activities normally receive their U.S. Navy fitness or evaluation reports from a civilian within the activity who has a comparable position as a reporting senior of a U.S. Navy command.

1. True
2. False

3-31. Who would be designated as reporting senior for an individual assigned under orders to a foreign activity where those orders do not designate the reporting senior?

1. Civilian of comparable position
2. Foreign military officer in position of command
3. U.S. administrative commander
4. Personnel support detachment that is not the U.S. administrative commander

3-32. What type of report is prepared by the civilian or foreign activity on a member assigned to their activity?

1. Concurrent report
2. Concurrent/Regular report
3. Letter-extension
4. Letter report

3-33. If a civilian or foreign activity fails to submit a report on a member attached to their activity, the assigned reporting senior should attempt to obtain verbal comments to include in a regular fitness or evaluation report.

1. True
2. False

Learning Objective: Recognize the information required to complete reports on members assigned to civilian (non-U.S. Federal Government) or foreign activities.

Learning Objective: Recognize information needed in preparing fitness and evaluation reports on students performing temporary duty under instruction.

3-34. Which of the following types of training would be considered as enlisted initial entry training?

1. Veteran indoctrination
2. Schools following in direct sequence
3. Recruit training
4. Each of the above

3-35. A CTASA has just completed his initial entry training. A special report may be submitted to show superior performance on a regular report.

1. True
2. False

3-36. The regular evaluation reports prepared for "fleet" students attending the same training as an initial entry student must maintain continuity.

1. True
2. False

3-37. Which of the following types of reports should be submitted on a cryptologic officer who has just completed three months of DUINS?

1. PIM
2. Detachment of individual regular report
3. Both 1 and 2 above
4. Concurrent regular report

3-38. A CTR2 has just checked onboard his new command from performing a 60-day TEMDUINS. During the check-in process the administrative office found no detachment report or PIM in his field service record. In what block of the next regular report should comments be made which cover the TEMDUINS?

1. 28
2. 29
3. 43
4. 44

3-39. A CTM1 is about to complete 15 months of DUINS. His regular report may be delayed for a maximum of how many months in order to match his academic period of completion?

1. 6
2. 5
3. 3
4. 4

3-40. Detachment of individual reports should be submitted for reserve annual training or active duty for training under orders when the orders exceed what minimum number of consecutive days for (a) officers and (b) enlisted personnel?

1. (a) 10 (b) 20
2. (a) 15 (b) 20
3. (a) 20 (b) 15
4. (a) 10 (b) 17

3-41. For which of the following reserve officers is it recommended to submit an observed fitness report when completing AT or ADT?

1. Ensign
2. CWO2
3. Lieutenant (Junior grade)
4. Each of the above

3-42. A not observed (NOB) report for students may be submitted for periods which show satisfactory academic performance.

1. True
2. False

Learning Objective: Recognize the information used to prepare reports on drilling naval reservists or individuals performing inactive duty training (IDT).

3-43. For which of the following assignments should a regular fitness and evaluation report be prepared for reservists that covers all periods of inactive duty training?

1. Individual mobilization augmentee (IMA)
2. Drilling reserve unit
3. Both 1 and 2 above
4. Reserve unit

3-44. Which of the following individuals should be the regular reporting senior for a member performing IDT?

1. Reporting senior assigned in the IDT orders
2. Delegated reporting senior
3. Commanding officer where the member is assigned for IDT
4. Each of the above

3-45. When the member is given multiple IDT orders, the commanding officer of the primary drilling unit is considered the concurrent reporting senior.

1. True
2. False

3-46. Which of the following individuals is considered the regular reporting senior for a Reserve unit commanding officer when the Naval Reserve Activity's commanding officer is junior in grade to the Reserve unit commanding officer?

1. First officer in the chain-of-command who is of equal grade
2. First officer in the chain-of-command who is senior in grade
3. Both 1 and 2 above
4. First officer not within the chain-of-command who is senior in grade

3-47. A frocked officer is considered to hold the grade to which he is frocked and the precedence in grade will be disregarded when determining the reporting senior of a reserve unit commanding officer.

1. True
2. False

3-48. Which of the following reports is a type of regular report submitted on drilling reservists?

1. Detachment of individual reports
2. Promotion/frocking and special reports
3. Periodic reports
4. Each of the above

3-49. When a member is recalled to active duty for a long period of time, what type of report, if any, should be submitted?

1. Special
2. Detachment of individual
3. Periodic
4. None of the above

3-50. A member who is detached from a unit as a result of mobilization is required to have an IDT detachment of individual report submitted.

1. True
2. False

3-51. Operational commander reports may be submitted on IDT performance.

1. True
2. False

3-52. A reserve center is responsible to perform which of the following tasks to ensure continuity is maintained on IDT detachment reports for reservists who have been rapidly mobilized?

1. Obtain guidance from BUPERS (Pers-32)
2. Provide assistance
3. Monitor report preparation
4. Each of the above

3-53. A reserve ISIC normally assumes authority to ensure that reports are submitted when the commanding officer is mobilized and cannot submit the reports in a timely manner.

1. True
2. False

3-54. IDT reports should be mailed within how many days after the ending date of the report?

1. 10
2. 15
3. 20
4. 30

3-55. When completing block 48 (EVAL) or block 44 (FITREP) for an inactive reserve reporting senior, you should type the address of the activity/unit to which they are assigned.

1. True
2. False

Learning Objective: Identify those types of comments required to supplement block instructions on evaluations.

- | |
|---|
| <ol style="list-style-type: none">A. AdverseB. ExplanatoryC. Required evaluativeD. Special considerationE. Prohibited |
|---|

FIGURE 3A

IN ANSWERING QUESTIONS 3-56 THROUGH 3-65, SELECT FROM FIGURE 3A, THE TYPE OF EVAL/FITREP COMMENTS REQUIRED FOR THE SITUATION DESCRIBED IN THE STATEMENT USED AS THE QUESTION.

3-56. The code letter in block 20 is N/WS.

1. B
2. C
3. D
4. E

3-57. A LT has changed his designator since his last FITREP.

1. A
2. B
3. C
4. E

3-58. A CTR1 has received comments in his evaluation report of unsuitability for a specific assignment.

1. A
2. B
3. C
4. D

3-59. Comments concerning previous failure of selection.

1. B
2. C
3. D
4. E

3-60. A CTA1 received comments on his performance when he performed TEMDU at an Air Force command.

1. B
2. C
3. D
4. E

3-61. Documenting a medical report to justify a physical readiness code.

1. A
2. B
3. D
4. E

3-62. A LT is the classified material custodian onboard the USS *YORKTOWN*.

1. B
2. C
3. D
4. E

3-63. A CTR1 just completed 30 days of ADT.

1. B
2. C
3. D
4. E

3-64. Documenting performance of a member who eliminated waste at his command.

1. A
2. C
3. D
4. E

3-65. A CTR3 regular evaluation report reflected comments about a Navy Commendation Medal recommended for him by his command.

1. D
2. E
3. A
4. B

3-66. Which of the following information must be included in a comment on a conviction or NJP action?

1. Date of conviction or award of punishment
2. Concluding date
3. Both 1 and 2 above
4. Synopsis of events

